

## JOB DESCRIPTION

<i>TITLE:</i>	Technical Manager, IAASB
<i>SUPERVISORS TITLE:</i>	Technical Director, IAASB and Deputy Directors, IAASB
<i>DEPARTMENT:</i>	International Auditing and Assurance Standards Board (IAASB)
<i>FLSA STATUS:</i>	Full-time, Exempt, Salaried
<i>DATE:</i>	April 2015

### I. POSITION SUMMARY

The Technical Manager works in support of the IAASB, which is comprised of a full-time Chairman and seventeen practitioner and non-practitioner volunteer members from around the world. The Technical Manager reports to the IAASB Technical Director and Deputy Directors, as appropriate. In consultation with the Technical Director, the Technical Manager supports the successful implementation of the IAASB Strategy and Work Program. The Technical Manager is responsible for work on complex technical projects, and is expected to manage multiple projects and work streams concurrently, including supporting other technical staff members on their projects. In addition, the Technical Manager may have responsibility for oversight of administrative assistants on certain tasks.

The Senior Technical Manager is a key member of the IFAC staff and is expected to understand, support, and promote the objectives of IFAC and the IAASB. The Technical Manager is expected to be sufficiently adaptable and experienced as to allow reassignment to other tasks, should the needs of the organization require it.

### II. DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to:

#### Standard Setting Process

##### *Standard Development*

- Prioritize and establish requirements for project proposals and other material for consideration by IAASB.
- Plan, coordinate, and support IAASB project task forces, including preparation of high quality agenda papers for relevant projects, and discuss project progress against objectives and timetable with the IAASB Senior Technical Managers, Deputy Directors or Technical Director, as appropriate.
- Conduct project research, including liaison with national and international standard-setters/IFAC member bodies and other stakeholders around the world.



- Draft standards and guidance (exposure drafts and final versions) in consultation with relevant task forces and the IAASB and oversee publication and release.
- Review IAASB agenda material submissions for quality in terms of clarity and technical content, as well as lexicon, completeness, style and format.
- Assist the IAASB Chairman and Technical Director or Deputy Director to respond to new developments and emerging issues, and inquiries regarding technical, process or administrative issues.
- Develop and, as appropriate, present draft discussion or consultation papers on emerging issues for consideration by IAASB.
- Support the IAASB Technical Director in ensuring compliance with due process requirements.

#### *Standard Implementation*

- Assist the Technical Director, Deputy Directors and Senior Technical Managers in responding to, queries regarding implementation of standards and guidance.
- Support the IAASB Chairman and Technical Director in outreach activities through the development of presentations on IAASB activities.

#### *Meetings*

- Prepare agendas and papers for IAASB meetings for relevant projects and oversee their posting on the IAASB website.
- Plan and undertake the arrangement of and agenda planning for meetings of the IAASB and other relevant committees/groups (e.g., IAASB Steering Committee, IAASB Consultative Advisory Group, National Standard Setters, etc.) and serve as contact for administrative assistants to ensure successful management and execution of meetings.
- Attend and participate in IAASB and relevant working group and task force meetings; minute deliberations and decisions.

#### External Relations

- In coordination with the Technical Director or Deputy Directors, serve as a key contact for one or more of the IAASB's liaison activities with key stakeholder groups, managing significant aspects of the relationship, including meetings and correspondence
- Identify and support opportunities to raise awareness of IAASB pronouncements and activities to stakeholder groups and the general public (this includes the drafting of press releases and monitoring the maintenance of the IAASB website).
- Draft articles or engage in outreach activities, as appropriate.
- Prepare or support the development of the IAASB Annual Report and periodic reports to IFAC boards and committees on the activities of the IAASB.



### Organizational Management

- Monitor and manage task force travel costs, and input to the budgeting process as needed, including variance analysis and forecasting.
- Coach and mentor the Administrative Assistants and assist in establishing benchmark performance goals.

### **III. QUALIFICATIONS/REQUIREMENTS**

- A professionally recognized accounting degree or other relevant qualification;
- Certification as a Chartered Accountant or Certified Public Accountant;
- An excellent knowledge of issues relating to auditing or other assurance services – experience in the standards setting process is a plus, as is an understanding of the special considerations relating to the audit of multinational entities, small- and medium-sized entities (SMEs) or public sector entities;
- Excellent communication skills both oral and written. Fluency in written and spoken English is critical – knowledge of another language is desirable;
- Excellent technical, organizational and project management skills; and
- Strong computer literacy.

### **IV. PERSONAL ATTRIBUTES**

The ideal candidate will possess the following attributes:

- Ability to liaise with senior members of the regulatory community, accounting profession and other stakeholder groups;
- Ability to work with many cultures;
- Strong project management and organizational skills, with ability to work under tight deadlines and manage multiple work streams concurrently; and
- Strong interpersonal skills, with flexibility especially important.

The successful applicant will be a self-starter, able to work without supervision, and able to respond quickly to issues. He/she will be willing to travel internationally – about 15 days per year.